

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

December 20, 2017

SUBJECT: TRAFFIC COLLISIONS INVOLVING DEPARTMENT VEHICLES OR EMPLOYEES – REVISED; AND, INVESTIGATING OFFICER’S DUTIES WHEN CITY PROPERTY INVOLVED IN TRAFFIC COLLISION – REVISED

PURPOSE: This Order revises Department Manual Sections 3/206, *Traffic Collisions Involving Department Vehicles or Employees*, and 4/440.25, *Investigating Officer’s Duties When City Property Involved in Traffic Collision*, to conform to current procedures.

PROCEDURE: Department Manual Sections 3/206, *Traffic Collisions Involving Department Vehicles or Employees*, and 4/440.25, *Investigating Officer’s Duties When City Property Involved in Traffic Collision*, have been revised. Attached are the revised Department Manual sections with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/206 and 4/440.25 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION “D”

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206. TRAFFIC COLLISIONS INVOLVING DEPARTMENT VEHICLES OR EMPLOYEES. Any on-duty or off-duty Department employee (or Specialist Volunteer, Police Cadet, or Reserve Officer) while acting within the scope of his *or* her duties, who becomes involved in a traffic collision or becomes aware of a traffic collision involving a Department vehicle, shall report the traffic collision to his *or* her watch commander or officer in charge and comply with procedures in *Department Manual* Section 4/440.10.

Note: If an unassigned Department vehicle parked at a police parking lot or garage displays evidence of traffic collision damage which has not been reported, the watch commander of the division to which the vehicle is assigned shall cause an investigation to be completed and a Traffic Collision Report (TCR), *Form CHP 555*, prepared if warranted.

Supervisor's Responsibilities. *A supervisory employee dispatched to the scene of a traffic collision shall conduct an investigation to determine whether the involved employee followed Department policies and procedures when the collision occurred.*

The investigating supervisor shall then notify the on-duty watch commander in the division of assignment of the involved employee and, if different, the Area patrol division watch commander for the division of occurrence, of the circumstances of the collision and the findings and actions taken by the supervisor. The notification may be made by telephone and shall be made as soon as practicable after arriving at scene.

When a traffic collision involving the following circumstance is broadcast, the supervisor shall immediately respond to the scene, evaluate the circumstances of the incident and notify the traffic division watch commander: The occurrence involves on-duty Department personnel, or off-duty personnel while acting in the scope of their duties, and results in death or serious injury to any involved person.

Communications Division's Responsibilities. *When an on-duty employee is involved in a traffic collision in the City, which results in any party being transported to a medical facility by a rescue ambulance, Communications Division shall dispatch a traffic division supervisor **along with a supervisor from the involved employee's command.***

On-Scene Traffic Division Supervisor's Responsibilities. *When a traffic division supervisor is assigned to an employee-involved traffic collision involving a City vehicle whether within or outside the City, he or she shall:*

- *Determine if the incident meets the criteria for a notification to the Multi-Disciplinary Collision Investigation Team (MCIT), Traffic Coordination Section, Emergency Operations Division, and notify the concerned traffic division watch commander;*
- *Ensure that all witnesses are identified, their statements are obtained verbatim when feasible and all evidence, including, but not limited to, the Digital In-Car Video and/or Body Worn Video cameras, traffic cameras, etc., have been identified and/or obtained by the traffic unit handling the investigation; and,*
- *Review the TCR, to ensure the report is thorough and complete prior to submission to the traffic division watch commander for approval.*

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Traffic Division Watch Commander's Responsibilities. Traffic division watch commanders shall ensure that a traffic division supervisor is assigned and responds to the collision. The traffic division watch commander shall then verify if the incident meets the criteria for the MCIT to respond, and shall contact the Officer in Charge, TCS, for approval prior to requesting the MCIT when: The occurrence involves on-duty Department personnel or off-duty personnel while acting in the scope of their duties, and results in death or serious injury to any involved person (MCIT notification required).

Note: When TCS is closed, Real-Time Analysis and Critical Response (RACR) Division shall be notified and requested to contact the on-call MCIT supervisor assigned to the TCS. Upon notification of an MCIT incident, RACR Division is responsible for initiating the MCIT notification process. In the event of an MCIT call-out, the MCIT supervisor is responsible for requesting that RACR Division coordinate the response of the aforementioned personnel. The MCIT supervisor may call upon resources of a geographic traffic division, as needed, to assist in various aspects of the investigation.

In the event that an employee is involved in a traffic collision outside the City limits, the traffic division watch commander nearest to the traffic collision shall evaluate the circumstances and determine the feasibility of assigning a traffic division supervisor to respond; and, if so, ensure that a supervisor is in fact assigned and responds to the scene.

Note: Real-Time Analysis and Critical Response Division shall be notified telephonically on all fatal traffic collisions, noteworthy collisions that result in extensive property damage to Department equipment, and death or hospitalization of Department employee(s).

Traffic Division/Multi-Disciplinary Collision Investigation Team's Responsibilities. For all Department employee-involved traffic collisions, the traffic division watch commander shall ensure a traffic collision investigation unit or MCIT (Department Manual Section 4/412) responds and a TCR is taken, if required. Additionally, the traffic division watch commander or the MCIT supervisor shall notify the Department Fleet Safety Coordinator, as soon as practical, via an e-mail to FleetSafetyCoord@lapd.online, with the following information:

- Involved employees' names, serial numbers, and division of assignment;
- Incident or Division of Records number;
- Date, time, and location of the traffic collision;
- Shop number;
- Brief description of the traffic collision, including type of injuries; and,
- Person completing the notification.

The collision investigation follow-up unit of the traffic division investigating an employee-involved traffic collision shall:

- Forward two copies of the employee-involved TCR, which has been audited and approved for distribution to Traffic Coordination Section, Emergency Operations Division, within 30 business days of the incident;

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- Forward a copy of the employee-involved TCR, which has been approved for distribution to the involved employee's *commanding officer* within 30 business days of the incident; and,
- Forward all original reports to Records and Identification Division.

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440.25 INVESTIGATING OFFICER'S DUTIES WHEN CITY PROPERTY INVOLVED IN TRAFFIC COLLISION. An officer conducting an investigation at the scene of a City property-involved traffic collision shall:

- Request that a supervisor be dispatched to the scene, if none has been requested, when the traffic collision involved Department-owned or operated equipment, or a Department employee (*Department Manual* Section 3/206);
- Notify a supervisor when the collision involves on-duty Department personnel and any injury is sustained by any involved person;
- *Ensure that all witnesses are identified, their verbatim statements are obtained when feasible and all evidence, including, but not limited to, the Digital In-Car Video and/or Body Worn Video cameras, traffic cameras, etc., have been identified and/or obtained by the traffic unit handling the investigation;*
- Take photographs depicting the extent of damage or lack of damage, and other pertinent details; and,
- Complete the necessary reports.

***Note:** Electronic data, videos, and other documents may be reviewed by the officer(s) before completing his or her reports and/or prior to the appeal process.*